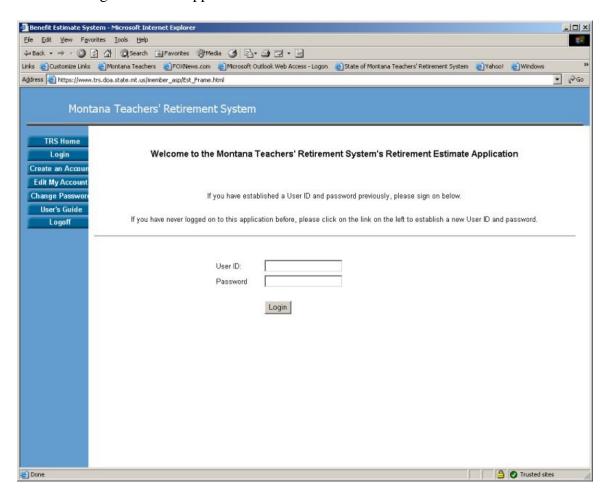
Montana TRS

Membership Benefit Estimate Web System Getting Started Document

In your web browser, navigate to the TRS web site at: http://www.trs.doa.state.mt.us/

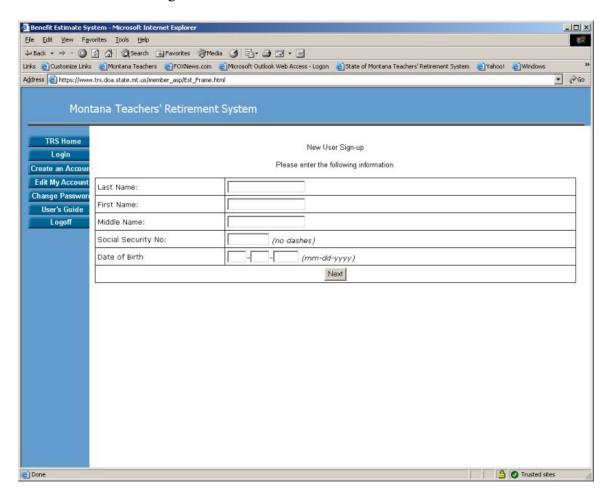
Click on the 'Members' link located on the menu to the left, then click on the 'Benefit Estimate' Link. You may also just type estimate after the .us/ in the web address.

The following screen will appear:

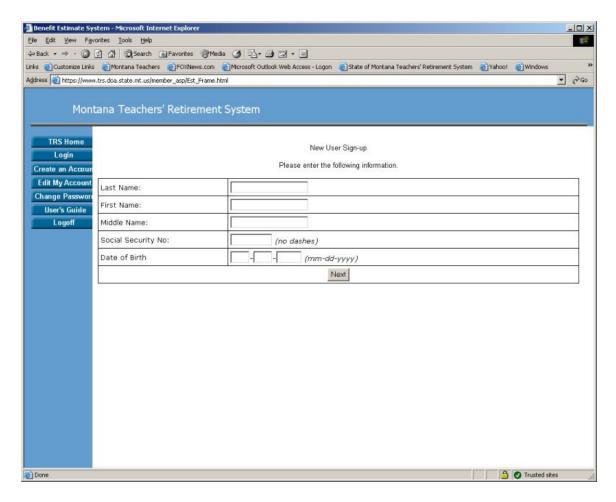


If this is the first time using the system, click on the <u>Create Account</u> link on the left. If you have already created an account, enter your User ID and password here.

If you have already created an account, skip to the **Benefit Estimate** section, otherwise enter your information where requested and click next. This information must match the information we have on file in order to gain access.



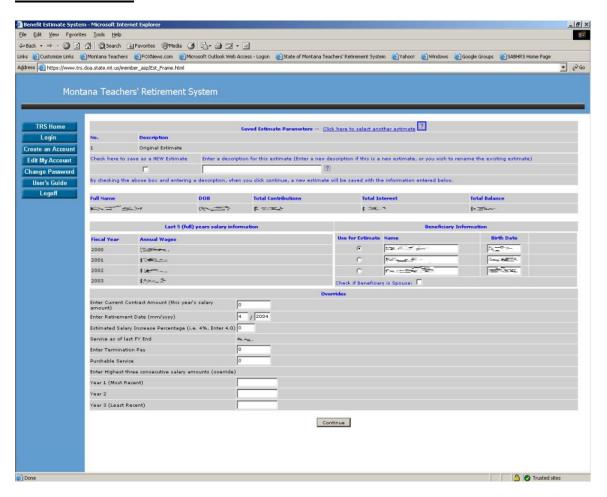
If the information entered matches with what the TRS has on file, the following screen will display:



Complete the requested information. You may choose to use your SSN as your logon ID or alternatively have the system generate a unique ID for you. It is important that your E-Mail address is accurate as that is the address the system will E-Mail your User ID to.

After clicking on the Next button, you will be presented with a screen containing your membership information.

Benefit Estimate:



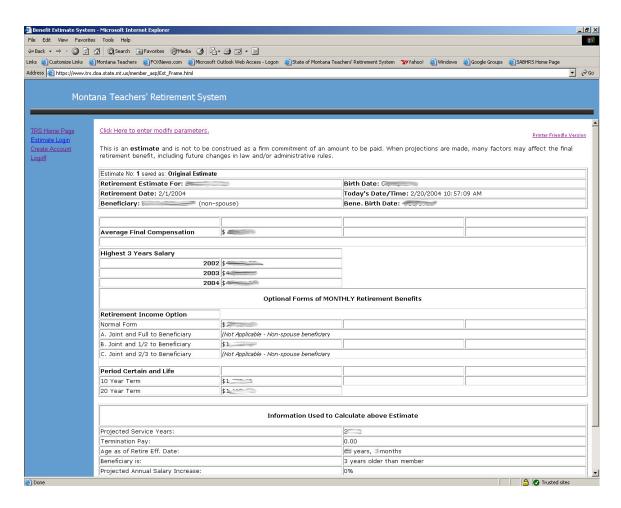
Enter any additional information including:

- ✓ A description for this estimate (for help in later retrieval)
- ✓ Current contract amount
- ✓ Termination Pay
- ✓ Additional Service
- ✓ Three different consecutive years' salaries

Click on Continue when you are satisfied with your choices.

If you wish to save several (up to 5) scenarios, you may do so by clicking on the check box labeled "Click here to save as a NEW Estimate" and entering a description for this estimate. You may then recall this estimate at a later time by clicking on the link at the top of the page labeled "Click here to select another estimate". You are also presented with a list of saved estimates next time you logon to the system.





The above screen will display your estimate. You may click on the Printer Friendly link for a printable version of this estimate.